ECAS Judicial Tools – Marking an Exhibit
(Pilot Reference Guide)

1.0   MARKING AN EXHIBIT

1. Open the Court Case and view the list of **eROP Documents** (Figure 1).

2. Locate the document to mark and select the row by single clicking a white space within the row.

Note: Do not click on a link when selecting the row.

(b) (6)

Figure 1

3. The selected row is highlighted blue (Figure 2). Click **Mark Exhibit**.

(b) (6)

Figure 2

4. The Look Up Record dialog box for the exhibit status opens (Figure 3).

Figure 3

5. Select the desired exhibit status row by single clicking a white space within the row.

Note: Do not click on a link when selecting the row.

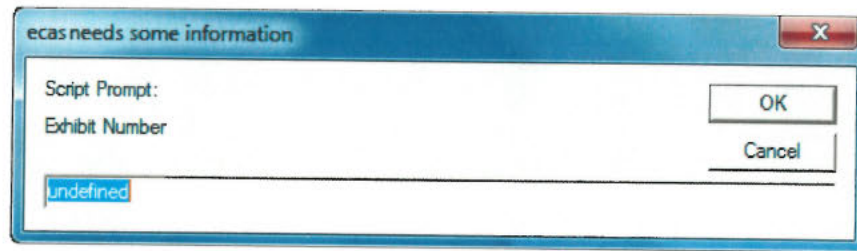6. Click **Add**. The pop-up box for exhibit number entry opens (Figure 4).

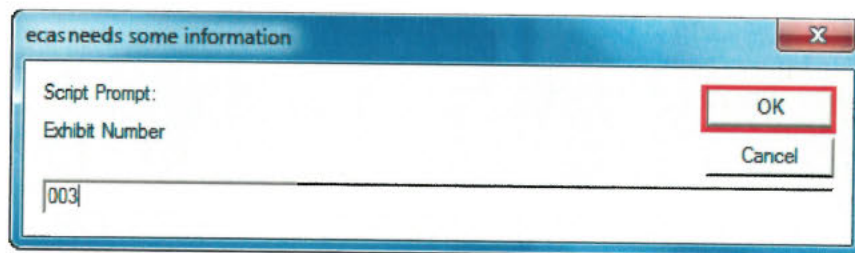**Figure 4**

7. Enter the exhibit number (Figure 5).

Figure 5

8. Click **OK**

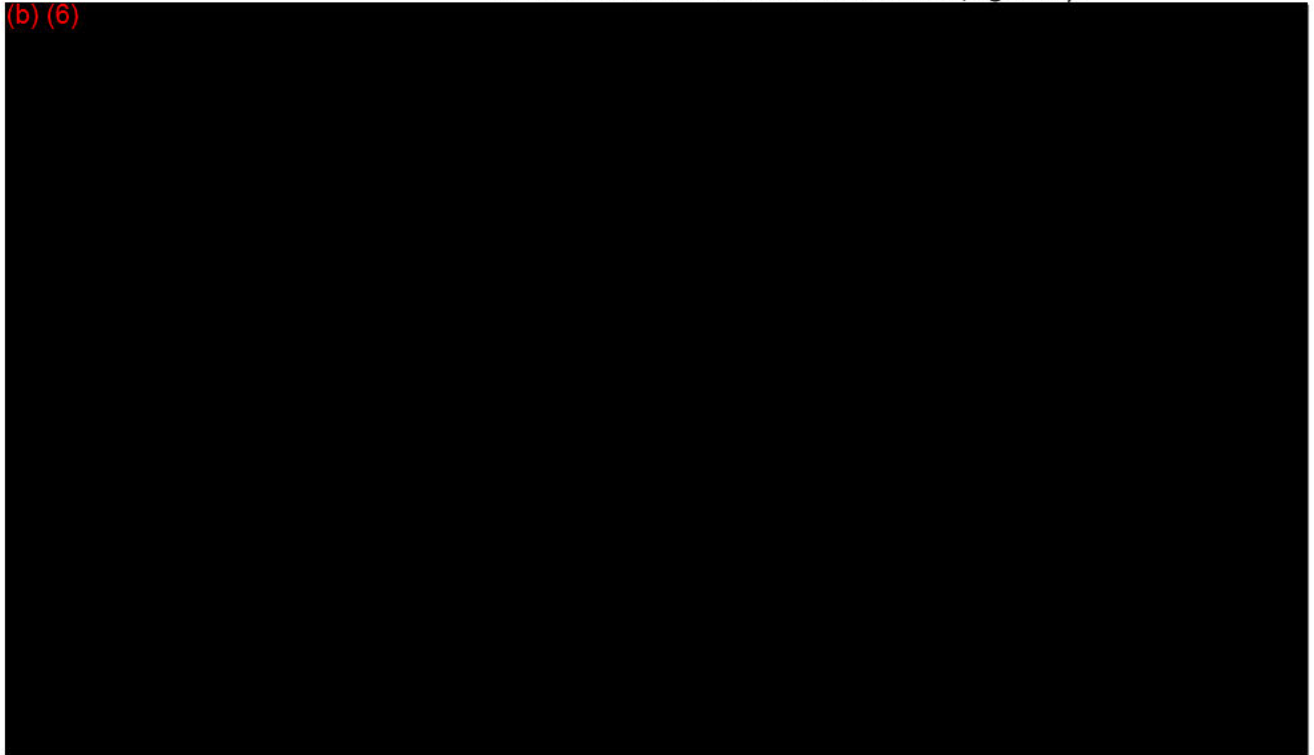9. The Exhibit Status and Number appears in the list of eROP documents (Figure 6).

(b) (6)

Figure 6

ECAS Judicial Tools – Filter Hearings by IJ
(Pilot Reference Guide)

1.0   FILTER HEARINGS BY IJ

This reference provides the steps for court staff to view and filter IJ dockets.

1. Open the Court Case Staff dashboard (Figure 1).

Figure 1

2. Click **My Daily Docket** and select **Scheduled Hearings Associated with Court Case** from the drop-down menu (Figure 2).

(b) (6)

Figure 2

3. Click the cracker icon on the top right-hand side of the widget (Figure 3).

(b) (6)

Figure 3

4. The docket opens in a separate window (Figure 4). Click the Filter icon to activate the filter options. The icon background turns blue to indicate the options are available. Each column now displays a drop-down arrow.
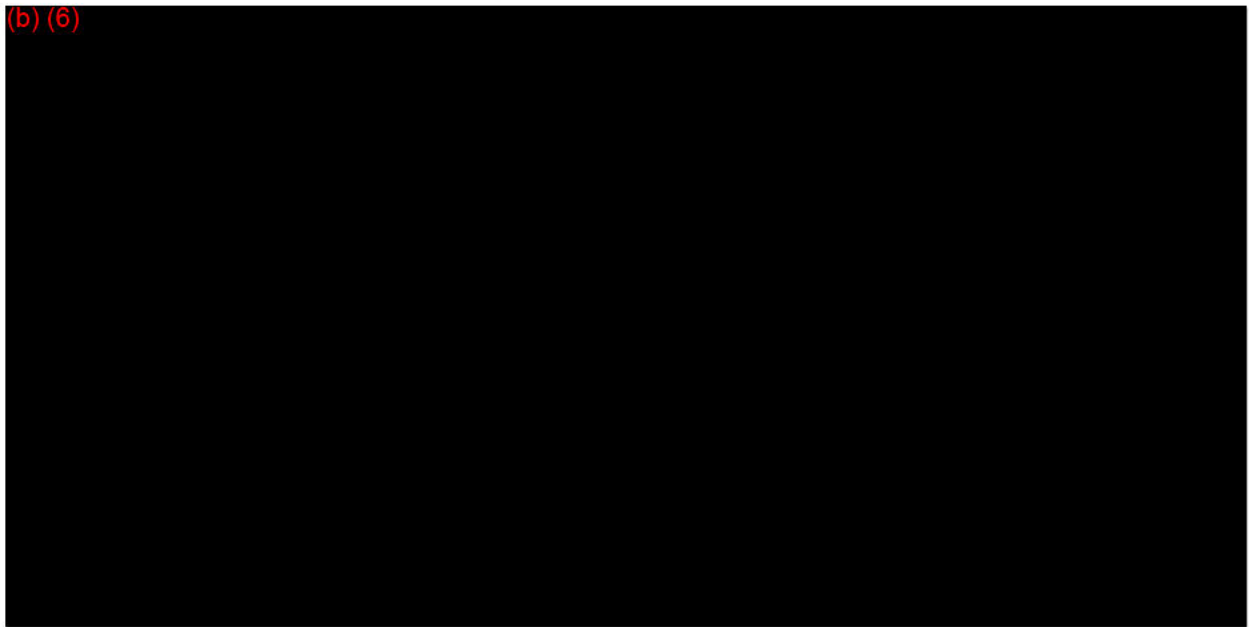
(b) (6)

Figure 4

5. Click the drop-down arrow in the **Judge** column header (Figure 5).
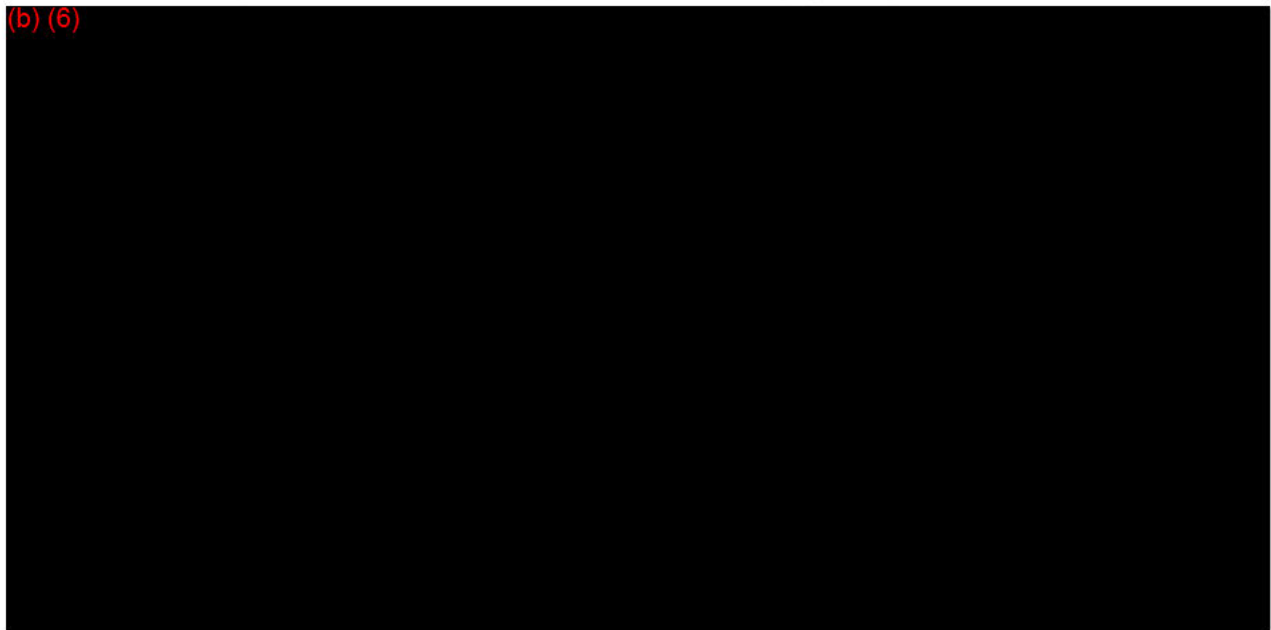
(b) (6)

Figure 5

6. Select **Custom Filter** from the dropdown (Figure 6).

(b) (6)

Figure 6

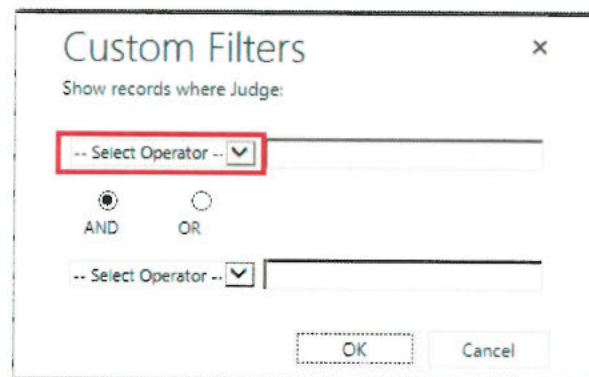7. The Custom Filters dialog box opens (Figure 7). Click the drop-down arrow for the upper/first Select Operator field.

Figure 7

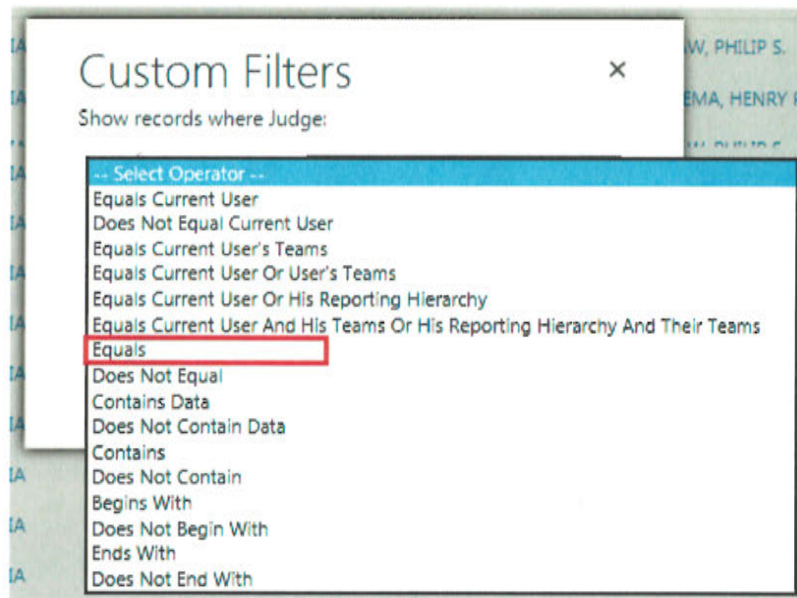8. Select **Equals** from the drop-down list (Figure 8).

Figure 8

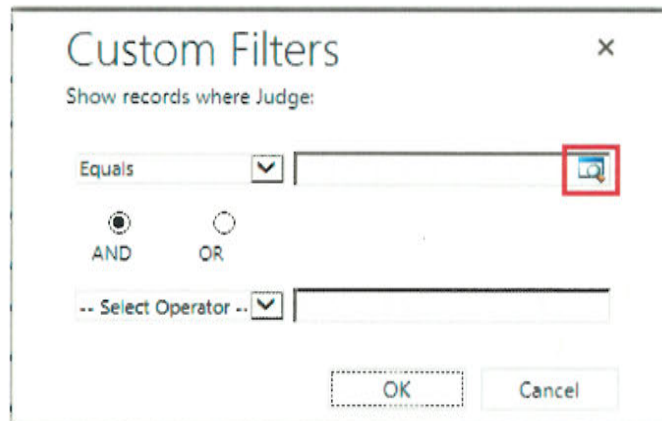9. Click the search icon on the right-hand side of the data field (Figure 9).

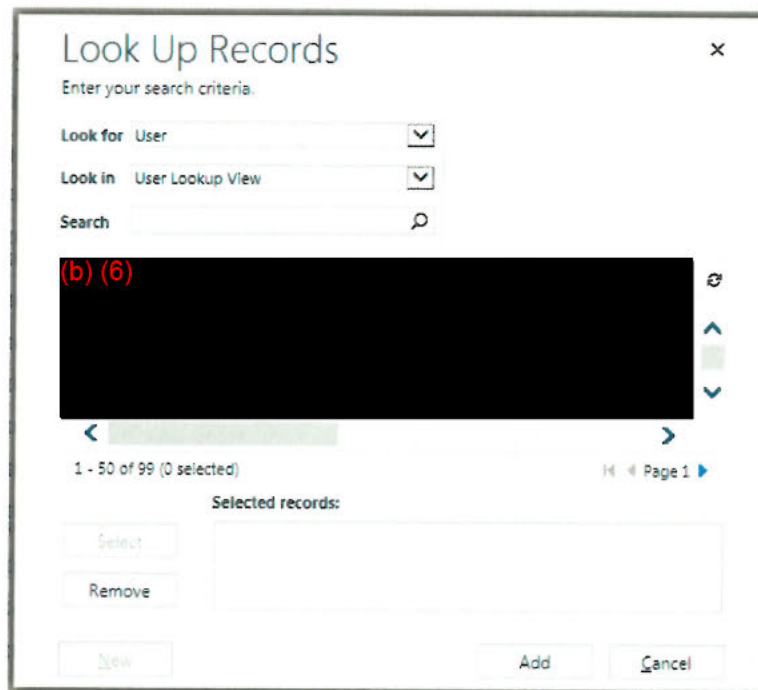**Figure 9**

10. The Look Up Records dialog box opens (Figure 10).
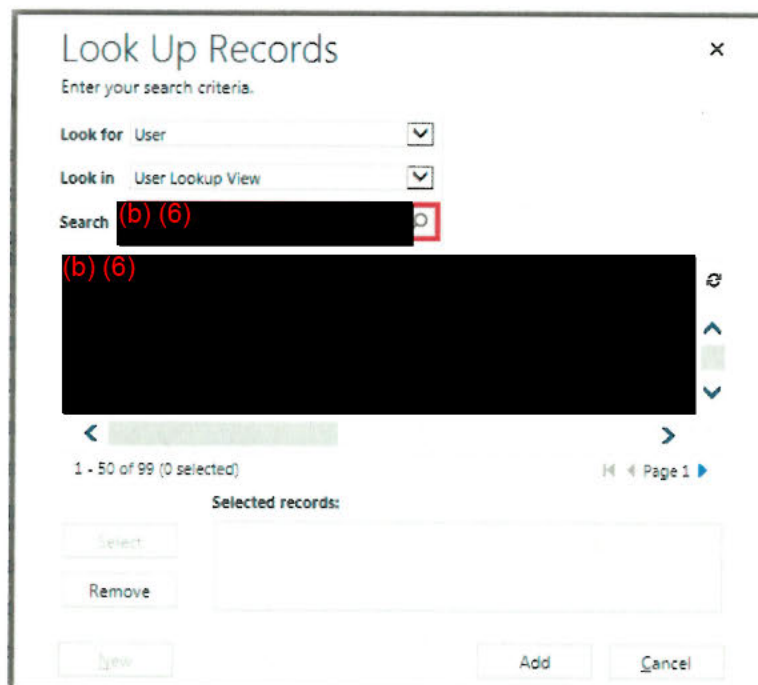
Figure 10

11. Enter the last name of the IJ in the **Search** field (Figure 11).

Figure 11

12. Click the search icon. The result appears in the scroll box (Figure 12).

Figure 12

13. Select the desired IJ by clicking beside the name. (<u>Do not click the blue text</u>.) Click **Select**. The name appears in the Selected records field (Figure 13).

Note: Repeat steps 11 through 13 to view multiple IJ dockets at one time.

Figure 13

14. Click **Add**. The Look Up Records dialog box closes. The IJ name(s) appear in the custom filter (Figure 14).
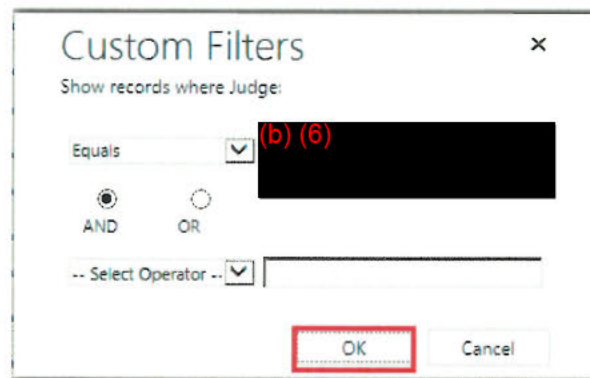
Figure 14

15. Click **OK**. The Scheduled Hearings Associated with Court Case list filters to show only the cases for the selected IJ(s) (Figure 15).
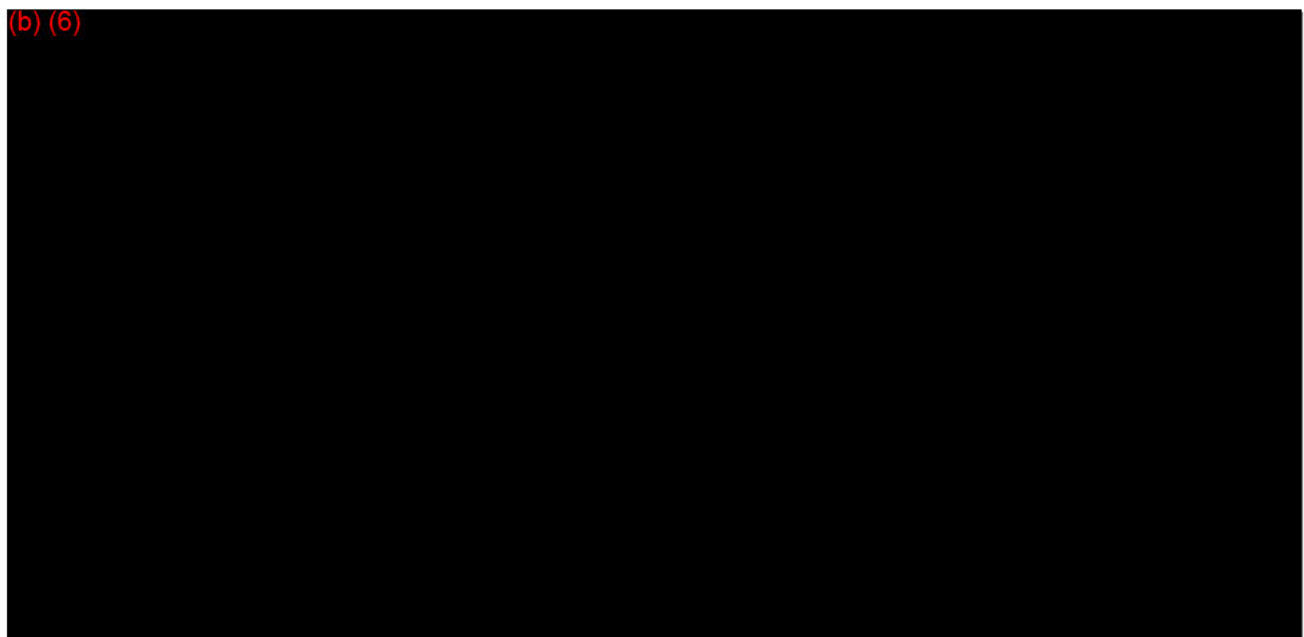
Figure 15

2.0 FILTER IJ HEARINGS BY DAY, WEEK, OR MONTH

To view an IJ docket by day, week, or month, first perform steps 1 through 15 to select desired hearings, and then perform the following steps.

16. Click the drop-down arrow for the Start Time column header (Figure 16).

17. Select the desired day, week, or month option, and click **OK**.

(b) (6)

Figure 16

18. The filtered result appears (Figure 17).

(b) (6)

Figure 17

Note: Additional day, week, or month filter options can be applied by selecting **Custom Filter** in step 17 (Figure 16). The additional options are shown in Figure 18.

Select the filter option and click **OK**.
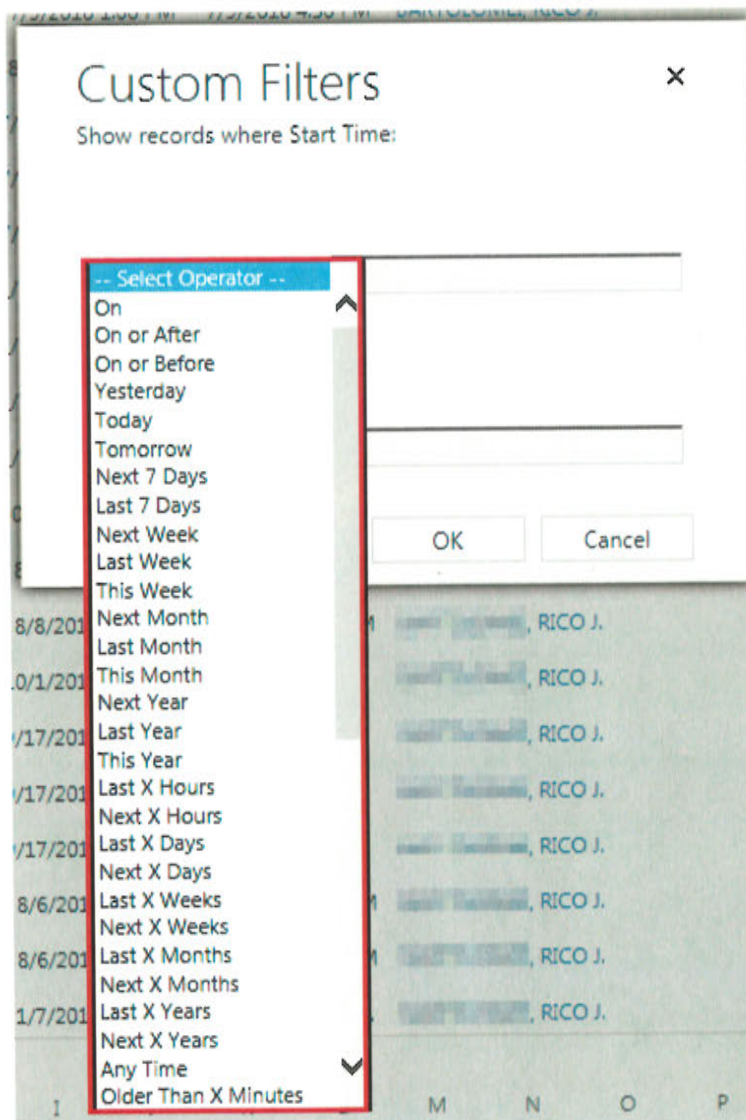
Figure 18

19. To turn off the filters, click the Filter icon (Figure 4). The blue background goes away and options are turned off.

ECAS Judicial Tools – Create an Order
(Pilot Reference Guide)

This reference provides the steps to create, finalize, and sign a draft order.

1.0   CREATE A DRAFT ORDER

1. Open the Court Case and view the Draft Orders section (Figure 1).

2. Click **Create Order**.

(b) (6)

Figure 1

3. The Look Up Record dialog box opens (Figure 2).

4. Select the desired order.

Note: Do not click the blue text.

Figure 2

5. Click **Add**. A message appears asking if you want to open the file (Figure 3).
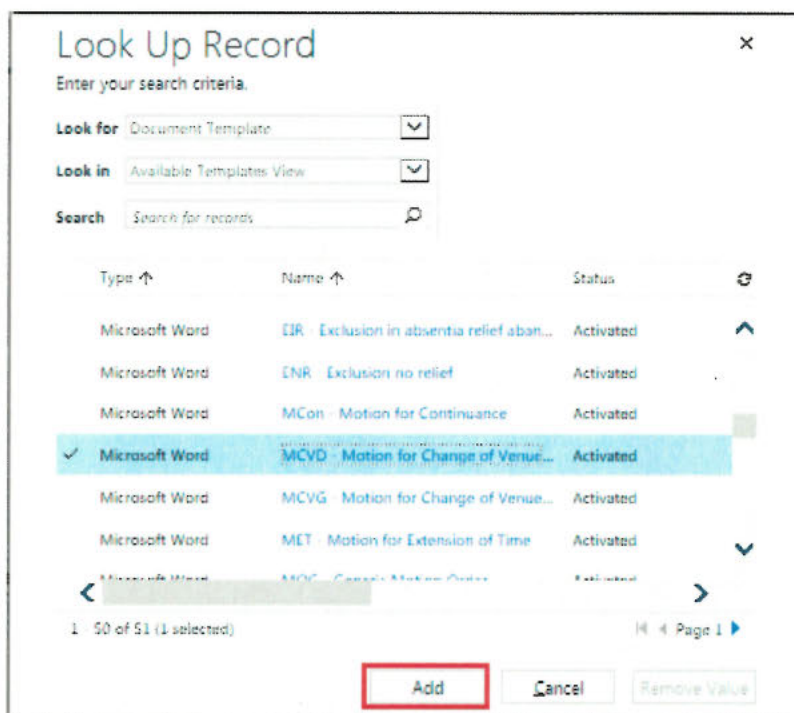
(b) (6)
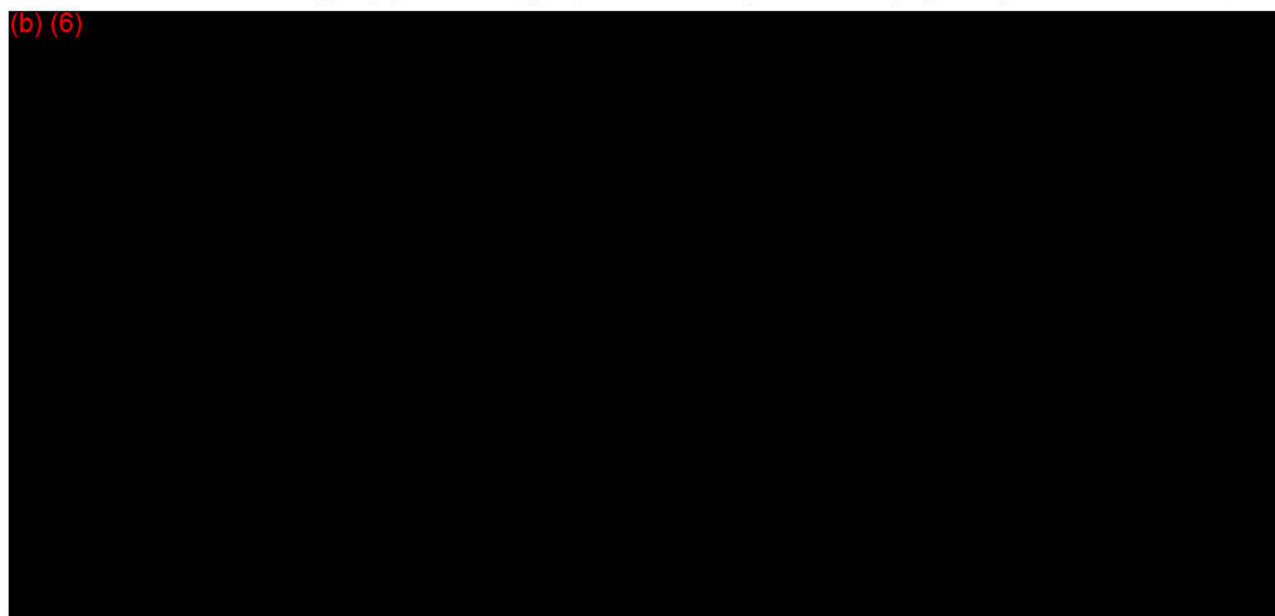
Figure 3

6. Click **Open**. The draft order opens in Word (Figure 4).

(b) (6)

Figure 4

7. Click **Edit Document**. The document opens in edit mode (Figure 5).

(b) (6)

Figure 5

8. Complete the draft order.

9. Click the **Save** icon in the upper left-hand corner (Figure 5). Close the MS Word window.

10. The draft order now appears in the list of documents within Draft Orders (Figure 6).

(b) (6)

Figure 6

2.0   VIEW / EDIT A DRAFT ORDER

1. To view or edit the draft order, click the link in the **Document Location** column (Figure 7). The MS Word document opens (Figure 4).

(b) (6)

Figure 7

2. Click **Edit Document**. The document opens in edit mode (Figure 5). Make any desired changes.

3. Click the **Save** icon to save any edits and then close MS Word.

3.0   FINALIZE A DRAFT ORDER

First verify that the order and the certificate of service is complete. If necessary, update the document before converting the document to a PDF. (Reference section 2.0 View/Edit a Draft Order)

1. To finalize and sign the draft order, select the order by clicking the order row in either the **Selected Order Template** or **Created On** column. (Figure 8).

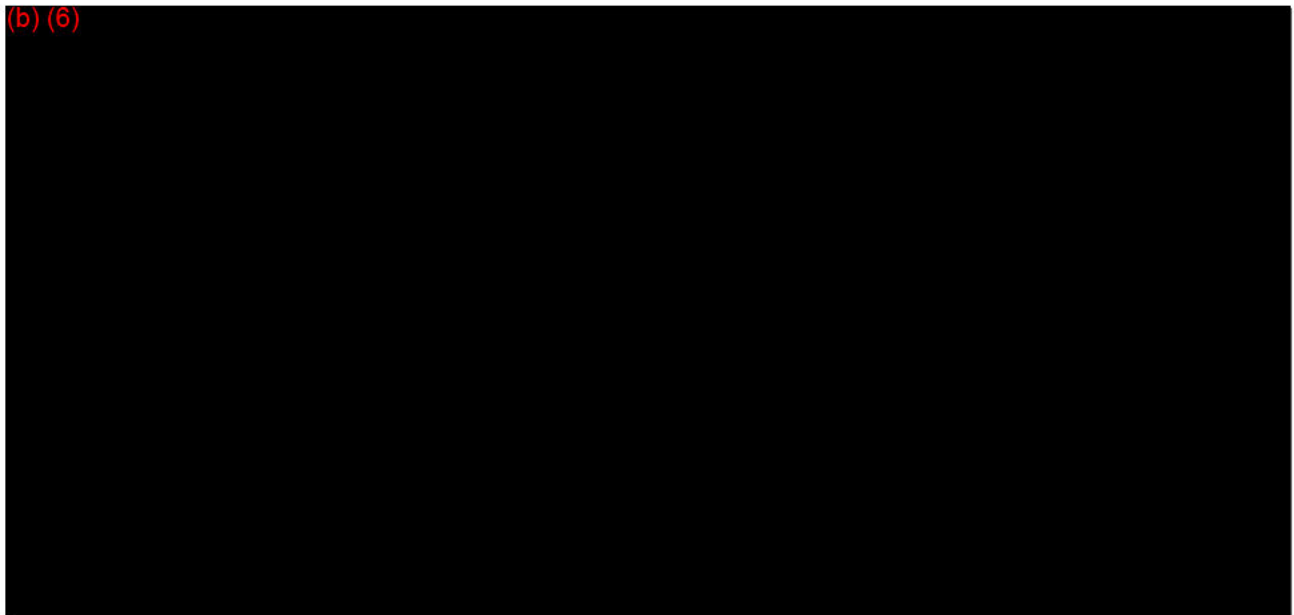Note: Do not click the links in the Document Location and Order Name columns.

(b) (6)

Figure 8

2. Click the **FINALIZE** button (Figure 8).

3. The document is converted to a PDF and opens in Adobe Acrobat Reader (Figure 9).

(b) (6)

Figure 9

4. Click **Fill & Sign** on the toolbar.

Note: If the toolbar is not visible, roll the cursor over the bottom of the PDF window to make the Adobe floating menu appear (Figure 10). Click the Adobe Acrobat logo to open the toolbar.

Figure 10

5. The Fill and Sign panel opens (Figure 11). Scroll the document to the location where the signature should appear. Click **Place Signature**.

(b) (6)

Figure 11

6. The drag new signature pop-up appears (Figure 12).

> **Adobe Acrobat**
>
> ℹ To begin signing, choose the 'Drag New Signature Rectangle' button, and then drag out the area where you would like your signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.
>
> ☐ Do not show this message again
>
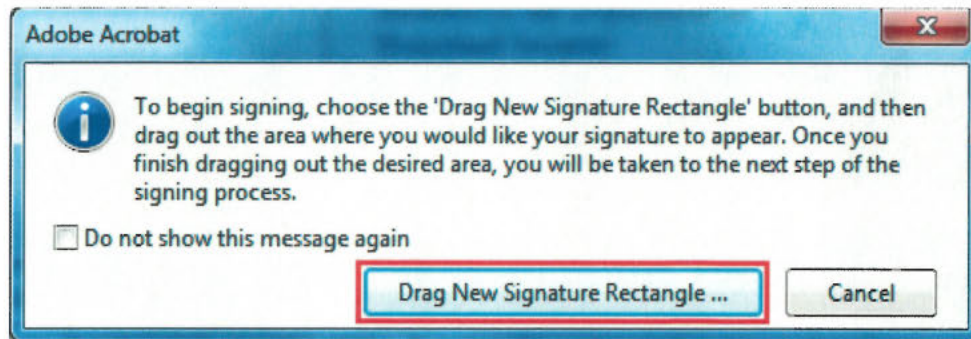> [**Drag New Signature Rectangle ...**]   [Cancel]

Figure 12

7. Click the **Drag New Signature Rectangle** button. The cursor changes to a plus symbol.

8. Click and drag the cursor to highlight the location where the signature is to appear (Figure 13).

(b) (6)

Figure 13

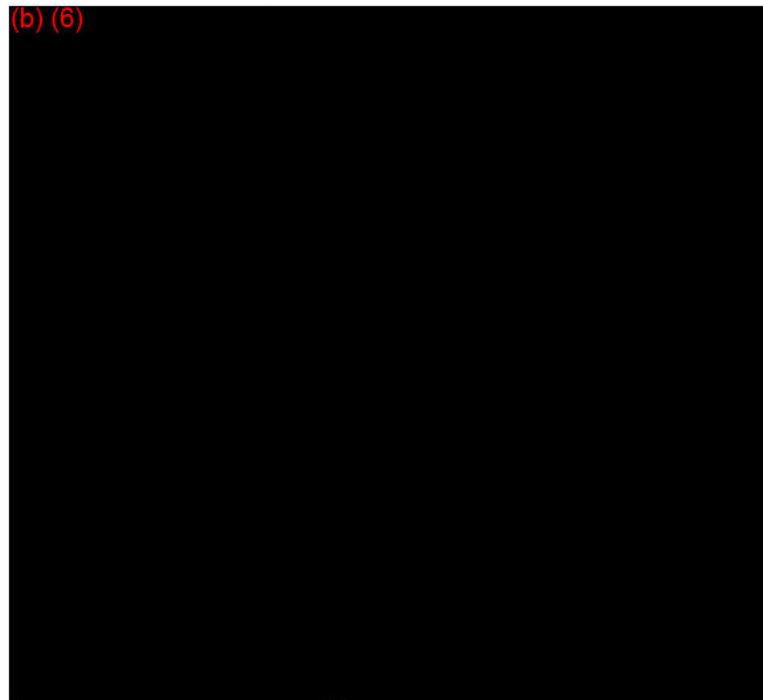9. The Sign Document dialog box appears (Figure 14). Click **Sign**.

(b) (6)

Figure 14

10. The ActivClient Login pop-up appears (Figure 15). Enter your PIV PIN. Click **OK**.
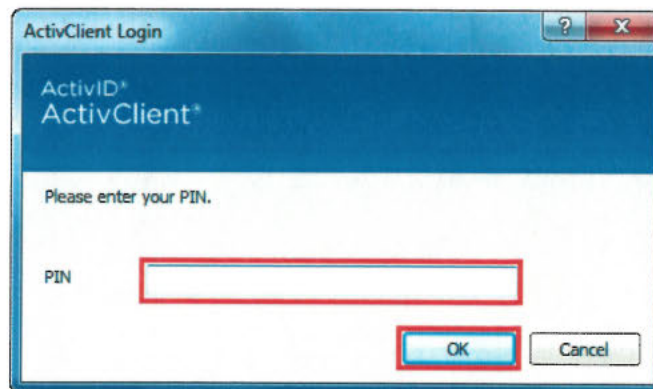

Figure 15

11. The signature appears in the document (Figure 16).

(b) (6)

Figure 16

Note: If this is not an eROP case, print the document before closing the PDF.

12. Within the PDF, click the **Save** icon in the upper left-hand corner (Figure 16).

Note: The Save a Copy dialog box should open to your base city folder on the **P**: drive. If necessary, navigate to this folder.

13. The Save As popup box appears stating that: The file already exists. Replace the existing file? (Figure 17). Click **Yes** to replace the unsigned order with the signed PDF.

(b) (6)

Figure 17

14. Close the PDF window.

For an eROP case the signed PDF is automatically moved to eROP.